

## CPS - UNACCEPTED

*As per DCFS policy the CPS intake worker shall utilize the information obtained during the receiving and researching activities to determine if the contact is an information only contact, and unacceptable referral or an accepted referral.*

### 1. Was the nature of the referral documented?

As per DCFS practice guideline section 201.2 each referral received by DCFS regarding the safety and protection of a child shall be considered a potential referral and shall be documented by intake in SAFE. This information should be located in the narrative section of the Unaccepted CANR form in the SAFE computer system.

Yes	The nature of the referral was documented.
No	The nature of the referral was not documented or there is no evidence that the nature of the referral was documented.

### 2. Did the intake worker staff the referral with the supervisor or other intake/CPS worker to determine non-acceptance of the report?

As per DCFS practice guideline 201.4, the CPS intake process shall **be completed by or staffed with a licensed social worker**. Before a determination of an unacceptable referral is made, the intake worker shall staff the decision with an intake worker who has a SSW license or higher, a licensed caseworker or a treatment supervisor. The staffing must be documented. This information should be located on page two of the Unaccepted CANR form or check the staffing tab of the SAFE computer screen.

Yes	The worker staffed the referral with the supervisor or other intake/CPS worker.
No	The worker did not staff the referral with the supervisor or other intake/CPS worker or there is no documentation that the worker staffed the referral.

### 3. Does the documentation adequately support the decision not to accept the referral?

As per DCFS practice guideline sections 201.2 and 201.4 a description of the referral must be documented and the reason the referral is not accepted. **The minimum required information needed to accept a referral is a narrative description of a specific occurrence or allegation of abuse, neglect, or dependency which falls into at least one of the defined categories in major objectives 201.9, a means of identifying an alleged victim under age 18 for each allegation or age 21 if in DCFS custody, and a means of locating (address or contact person) the alleged victim.** Other information is helpful but not mandatory for accepting a referral.

Possible reasons for not accepting a referral are: (1) The minimum required information for accepting a referral is not available; (2) As a result of research, the information is found not credible or reliable; (3) The specific incidence or allegation has been previously investigated and no new information is gathered; (4) The specific allegation is under investigation and no new information is gathered; (5) If all the information provided by the referent were found to be true and the case finding would still be unsupported. Concerns which do not constitute allegations for the purpose of investigation may include: (1) Immoral or illegal behavior on the part of the parent that poses no threat to the immediate safety needs of the child; (2) A child not attending school, who does not meet the requirement for educational neglect; (3) Ungovernability, without indications of abuse or neglect; (4) Housekeeping, where there are no unsanitary conditions jeopardizing the health or safety of the child; (5) A child left alone whose age or level of functioning poses no risk. If the abuse occurred in another state but the child now lives in Utah, the report should be accepted if the other state refuses to accept the referral. **All reports of abuse/neglect should be accepted regardless of when the abuse occurred as long as the victim is still under age 18 or age 21 if the youth is in DCFS custody.** This information should be located on page one of the Unaccepted CANR form under Non-Acceptance Reasons.

Yes	The documentation adequately supports the decision not to accept the referral.
No	The documentation does not adequately support the decision not to accept the referral or there is no documentation that the documentation adequately supports the decision not to accept the referral.